

Terms of Reference

Job title:	Patient Transport Assistant
Unit/dept/delegation:	Male' Branch, Maldivian Red Crescent
Reports to:	Male' Branch Executive
Responsible For:	Patient Transport Services

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement — which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Scope of work

- Driving and maintenance of MRC vehicles (60% of work time)
- Administrative duties of Male' Branch, FA Service and Patient Transport Service (40% of work time)

Vehicle driving and maintenance

- Drive MRC vehicle to provide services, mainly but not limited to Patient transport services and report to immediate supervisor (Patient Transport Officer).
- A driving license of B1 category is required and B2 category should be attained within first 03 months. MRC will facilitate to acquire the B2 license.
- Ensure that the assigned vehicle is clean and road worthy;
- Check vehicle condition/requirement and fill the Log Book properly and report necessary repairs and maintenance issues
- Ensure proper maintenance and serving of the assigning vehicle is taken place on day-to-day and report on supervisors on time;
- At all time while driving or parking comply with local traffic regulations and MRC regulations.
- Inspect all assigned vehicle/s for any defects and safe operating conditions at the end of every day.
- Log all trips as per the log sheets
- Change Soil linen on stretcher.

Administrative duties of Male' Branch, FA Service and Patient Transport Service

- Collect documents, quotations, letters and payments
- Work with the Patient Transport Officer to implement day to day tasks of Patient Transport Services and implement the Patient transport guideline.
- Manage and operate Patient Transport hotline.
- Support Male' Branch FA service under the guidance of Branch Executive and attend to all FA request received to Male' Branch.

Skills and competencies

Skills

Required

- Able to work on a shift basis
- Holds a B1 driving license
- Basic computer skills
- Knowledge of driving regulations and rules
- Ability to work in a team

Preferred

- Driving experience
- Experience in working with volunteers

Competencies

- Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.
- Good interpersonal skills.
- Good communication skills.
- Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.